

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PR & RD Department – Right to Information Act, 2005 (Central Act No.22 of 2005)
– Publication of Information under Section 4(1)(b) of the Right to Information Act,
2005 – Revised information – Published - Orders – issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT (OP.I) DEPARTMENT

G.O.RT.No. 392

Dated: 21.04.2015.
Read the following:-

- 1.G.O.Ms.No.242, GAD (SR) Dept., dt. 01.06.2014.
2. O.O.Rt.No.244 of PR & RD (OP.I) Dept. dt.15.12.2014.

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O R D E R:

In compliance to the statutory obligations, under section 4(1)(b) of the Right to Information Act, 2005 (Central Act No.22 of 2005) and consequent on reorganization of the existing State of Andhra Pradesh into State of Andhra Pradesh and Telangana and also noticed 2nd June of 2014 as the appointed date, the upto date information in respect of Panchayat Raj and Rural Development Department is herewith published as shown in the Annexure appended to this orders. The said information shall be updated once in a year as per clause 17 of 4 (1)(b).

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr.K.S.JAWAHAR REDDY
SECRETARY TO GOVERNMENT (PR&RWS)

To
The General Administration (I&PR) Department.
The General Administration (GPM&AR) Department.
All Senior Officers in Panchayat Raj and Rural Development Department.
Copy to:
All Sections in Panchayat Raj and Rural Development Department.
The P.S. to Secretary, A.P. Information Commission, HACA Bhavan,
Nampally, Hyderabad.
SF/SC.

//FORWARDED::BY ORDER//

SECTION OFFICER

Contd....2,

Annexure to G.O.RT.No. 392, PR & RD (OP.I) Department, dated.21.04.2015.

THE RIGHT TO INFORMATION ACT, 2005

**MANUAL OF PANCHAYAT RAJ AND RURAL DEVELOPMENT DEPARTMENT
(PUBLISHED IN TERMS OF SECTIONS 4(1)(b)
OF R.T.I. ACT, 2005)**

ORGANISATION, FUNCTIONS AND DUTIES

Section 4 (1)(b)(i)

Sl. No.	Name of the Organization	Address	Functions	Duties
1	Panchayat Raj and Rural Development Department	J'Block, 7 th Floor, A.P.Secretariat, Hyderabad- 500022.	The business transacted by the Department is as specified in the 1 st Schedule under rule 4 of A.P. Business Rules and Secretariat Instructions notified in exercise of the powers conferred by clause 2 & 3 of Article 166 of the constitution of India by the Governor of A.P.	Duties as specified in Secretariat Office Manual and A.P. Business Rules and Secretariat Instructions.

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
(Section 4(1)(b)(ii))**

1. Spl. Chief Secretary to Government / Prl. Secretary to Government / Secretary to Government:

The Secretary to Government is official head of the Department. He is responsible for careful observance of the Business Rules and Secretariat Instructions in the transaction of Business in the Department. He exercise general supervision and control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take steps for the prompt dispatch of Business in the Deptt. One or more Additional Secretary /Joint Secretary / Deputy Secretary /Assistant Secretaries of Government usually assist the Secretary to Govt.

2. Additional Secretary to Government / Joint Secretary to Government / Deputy Secretary Government:

The Additional Secretary to Govt./Joint Secretary to Govt./Dy. Secretary to Govt. occupies a position almost identical with that of Principal Secretary/ Secretary to Government in regard to subject allotted to him and can send cases for orders direct to the Minister or to the Governor. The Principal Secretary/Secretary to Government remains responsible for the subjects allotted to the Additional Secretary to Government/Joint Secretary to Government/Deputy Secretary to Government in the Department.

3. Assistant Secretary to Government:

The Assistant Secretary to Government exercise control over the Sections placed in his charge with regard to dispatch of business and in regard to maintaining discipline in the Sections.

4. Section Officers :

The Section Officer is In-charge of a Section in the Department. Assistant Section Officers assist him. He is responsible for all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. The Training of the Assistant Section Officers is one of his principal functions. He himself undertakes to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on a case when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his Sections.

5. Assistant Section Officers :

The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his Section. He is expected to do work of a routine and mechanical nature such as maintaining the prescribed Registers, typing drafts, fair copying, dispatching and indexing.

6. Stenographers:

The Stenographers working as Private Secretaries to Principal Secretary/ Secretary to Government do shorthand work for them. The Stenographers working for Additional Secretary/Joint Secretary/Deputy Secretary do shorthand work for them and such other items of work as are entrusted to them.

PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISOR ACCOUNTABILITY;

(Section 4 (1)(b)(iii))

The Procedure involved in decision making is by way of consulting the specialized Department in that field like Finance, General Administration and Law Departments, circulate the file to the concerned Minister and Chief Minister, through Chief Secretary and the matter before the State Council of Ministers and A.P. Legislature wherever necessary. The decision will be implemented by respective Secretaries of the Department the business will be disposed by the concerned as per the delegation of powers.

NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS [Section 4(1)(b)(iv)]

INWARD OUTWARD COMMUNICATIONS (IOC):

Section Officers & Asst. Section Officers:

The procedure for dealing with the incoming correspondence before they are either attached to an existing file or a new file gets created shall be as follows:-

- (a) All the incoming correspondence will be received by the Inward Correspondence Assistants, who will decide as to which currents need to be scanned and which currents can be sent directly to the section without scanning duly following the general guidelines issued in the reference second read above and
- (b) The specific guidelines issued by the Secretariat Departments in this regard.
- (c) The Inward Correspondence Assistants shall scan the correspondence and store the scanned image in separate shared folders, date-wise. These folders shall be shared between Inward Correspondence Assistants and Section Officers/Assistant Section Officer who is in charge of Inward Outward Communication Section. After Scanning inward Correspondence, Assistants shall also bundle up all the physical copies of correspondence for a particular day and store it with him/her for any later reference.

- (d) Section Officers/Assistant Section Officer who is in charge of Inward Outward Communication Section, shall go through each scanned current and create an electronic file or add the current to an existing electronic file.
- (e) For communicating hard copies out of the Secretariat, the inward Outward Communication section will take print out of the relevant orders and send them by post. Wherever possible soft copies should be sent through e-mail. Also as per the guidelines to be issued by IT&C Department in future.
2. Tappal, dispatch and purchase of postage stamps.

OP-I

A.S.O.I	Establishment and Service matters relating to Junior and Senior Officers, S.O., and PSs to Secretaries, ASOs, TCA, Stenos, Assistant and Typists-Office Procedure - Disciplinary cases, maintenance of PFs and Service Registers of said Staff-File Disposal – Further continuance of temporary posts. Administrative Reforms – SKIMS – Miscellaneous subjects and all Court cases there on
A.S.O.II	Establishment and Service matters relating to Record Assistants, Roneo Operators, Drivers and Class-IV Lift Operators, Sweepers, Scavengers- Disciplinary matters relating to the said staff. Loans and Advances including General Provident Fund Loans-Tours advances-Leave Travel Concession, Advances to Officers and other staff members-Renewal of Bus passes and Gate passes of staff.

OP-II:

A.S.O.I	<p>Vehicles in P.R.&R.D. Secretariat Department Telephones, their bills- shifting etc.,- Contingencies – Education concession to NGOs – Accommodation –Inspection Reports – Maintenance of lifts, drinking water and sanitation of the Department, Clean & Green Programme. Maintenance of Attendance Registers of staff, C.L. Sheets and Special Causal Leave –Maintenance of Conference Hall of the Department.</p> <p>All matters relating to Stationery furniture and stores – Installation of Electrical fittings, supply of stationery to all sections. T.C.As., Typists, Stenos and Officers. All purchases relating Telephone, Tyres, Tubes, Curtons, Repairs to furniture, Computer items, etc.,</p>
A.S.O.II	<ol style="list-style-type: none"> 1. All regular/supplementary bills relating to the staff 2. Posting of loan ledgers. 3. Salaries of Ministers and members of the SFC. 4. Income Tax related matters. 5. All matters relating to Budget Estimates/Revised estimates of P.R.&R.D.(Secretariat) Dept. 6. Reconciliation of Departmental figures with PAO and AG. 7. T.A/DA, Loans and advances of staff, Ministers & members of SFC.

VIGILANCE – I: (Engineering)

A.S.OI:	Vigilance/ACB and disciplinary cases relating to corruption, criminal misconduct and misappropriation relating to all Gazetted and non- Gazetted staff of P.R. Engineering Department of Srikakulam, Vizianagaram and Visakhapatnam, East Godavari, West Godavari and Krishna Districts – Quality control cases – General matters.
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VIGILANCE- II:(Engineering)

A.S.O.	Vigilance/ACB and disciplinary cases relating to corruption, criminal, misconduct and misappropriation relating to all Gazetted and non- Gazetted staff of P.R. Engineering Department of Guntur, Prakasam, Nellore, Chittoor, YSR Kadapa, Ananthapur and Kurnool districts. Quality control cases.
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VIGILANCE- III:

A.S.O.I:	Vigilance/ACB cases and disciplinary cases relating to corruption, criminal misconduct and misappropriation relating to all Gazetted and Non-gazetted staff of PR&RD (other than P.R. Engineering Department) of Srikakulam, Vizianagaram and Visakhapatnam districts – General matters.
A.S.O.II	Vigilance/ACB cases and disciplinary cases relating to corruption, criminal misconduct and misappropriation relating to all Gazetted and Non-gazetted staff of PR&RD (other than P.R. Engineering Department) of East Godavari, West Godavari and Krishna Districts – General matters.

VIGILANCE-IV:

A.S.O.I:	Vigilance/ACB cases and disciplinary cases relating to corruption, criminal misconduct and misappropriation relating to all Gazetted and non-gazetted staff of PR&RD (other than Panchayat Raj Engineering Department) of Guntur, Prakasam, Nellore districts - General matters.
A.S.O.II	Vigilance/ACB cases and disciplinary cases relating to corruption, criminal misconduct and misappropriation relating to all Gazetted and Non-gazetted staff of PR&RD (other than P.R. Engineering Department) of Chittoor, YSR Kadapa, Ananthapur and Kurnool Districts – General matters.

ESTABLISHMENT-I (Engineering)

A.S.O:I	<p>Establishment matters, Allegations/disciplinary cases of procedural lapses, Sanction of Provisional Pensions and release of other terminal benefits, Maintenance of property statements, maintenance of Annual Confidential Reports, Communicating the adverse remarks etc relating to both RWS&S and PR Engineering Department i.e., ENCs, CEs, SEs, EEs of entire Engineering wing. Creating of New Circles, Sub-Divisions, training centers and deputations of the above said personal and other miscellaneous matters like telephones, cars, furniture etc.</p> <p>Establishment matters relating to Ministerial and Class-IV staff viz., staff of offices of Engineer-in-Chief, Circle Offices, Divisional Offices and Sub-division offices – Disciplinary cases – W.Ps and P.Rs – Work charged Establishment and NMRs</p>
A.S.O.2	Establishment matters of Dy.EEs and allied matters – Disciplinary cases, appeals filed against the orders of Engineer-in-chief – All court cases of Dy.E.Es relating to service matters and disciplinary cases and deputation and training etc., of Dy.E.Es.

ESTABLISHMENT-II (Engineering)

A.S.O.	<p>Establishment matters of AEEs/Chemists, Assistant Chemists/Joint Director, Senior Geologists and Junior Geologists and allied matters – Disciplinary cases appeals filed against the orders of Engineer-in-Chief. All Court cases on Service, deputation and training of the above personnel – Rules relating to Engineering Services and amendments to the said rules</p> <p>Establishment matters relating to Non-Gazetted Engineering Personnel viz., A.Es., Draughtsman of all Grades – Tracers – Blue Print Operators – Disciplinary cases – Appeals against the orders of E.N.C. relating to above staff – All court cases of above staff – Rules relating to P.R. Diploma Engineers Association – Deputation and Training of above cadres.</p>
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ESTABLISHMENT-III

A.S.O.I	Creation/Upgradation/continuance of all posts (both provincialised and non provincialised) in all Gram panchayats and regularization of services of the following district except the posts of Executive Officers of (1)Srikakulam(2) Vizianagaram (3) Visakhapatnam (4) East Godavari (5) West Godavari (6) Krishna and the miscellaneous matters.
A.S.O.II	Creation/Upgradation/continuance of all posts (both provincialised and non provincialised) in all Gram panchayats and regularization of services of the following district except the posts of Executive Officers of (1) Guntur (2) Prakasam and (3) Nellore (4)Ananthapur (5) Kurnool (6) Cuddapah and (7)Chittoor districts and the miscellaneous matters.

ESTABLISHMENT.IV:

A.S.O.I:	Dealing with the subjects of all matters relating to Ministerial Staff of Zilla Parishads and Mandal Parishads of (1)Srikakulam,(2) Vizianagaram,(3) Visakhapatnam (4)East Godavari, (5)West Godavari and (6) Krishna Districts i.e. Part-time Sweepers, Attenders, Record Assistant , Junior Assistants, Senior Assistants and Superintendents. Sanction of HBA to provincialised non-teaching staff of Zilla Parishads and Mandal Parishads.
ASO-II	Dealing with the subject of all matters relating to Ministerial staff in Zilla Parishads and Mandal Parishads of (1) Guntur, (2) Prakasam, (3) SPSR Nellore, (4) YSR Kadapa , (5) Kurnool, (6) Chittoor and (7) Ananthapur districts i.e. Part-time Sweepers, Attenders, Record Assistant , Junior Assistants, Senior Assistants and Superintendents. Sanction of HBA to provincialised non-teaching staff of Zilla Parishads and Mandal Parishads.

ESTABLISHMENT.V:

A.SO.I:	All Service matters, appeals and seniority of MPDOs. Disciplinary action under A.P. Revised Pension Rules, 1980. Transfers and posting of MPDOs, Court cases, Assurances, LAQs/LCQs and general matters relating to MPDOs.. Recruitment to the post of MPDOs.
ASO-II	All Service matters, appeals and seniority of E.O.(PR&RD). Disciplinary action under A.P. Revised Pension Rules, 1980. Transfers and posting of E.O.(PR&RD), Court cases, Assurances LAQs/LCQs and general matters relating to E.O.(PR&RD). Recruitment to the post of E.O.(PR&RD).

MANDALS-I:

A.S.O.I:	<p>Matters relating Committee on Subordinate Legislation and placing the G.Os and action taken reports before the Committee on Subordinate Legislation - All matters relating to SFC and their continuation - Seminars/work shop on training programmes of Govt. of India - Demands of MPTC members and representations/requests as per APPR Act, 1994 and other Miscellaneous work - LAQs - Assurances - SNQs etc.</p> <p>Devolution of powers to Panchayat Raj Local bodies as per 73rd Amendment of Constitution of India - Ferries - opening of new Ferries - Matters relating to lease hold rights and settling the disputes that arise between two GPs/MPs through Joint Committees - Conducting of Cabinet Sub Committee meetings and communicating the minutes - LAQs - Assurances - SNQs.</p>
ASO-II	<p>Service matters of Panchayat Secretaries and related court cases- Representations from Service Associations related to Panchayat Secretaries - Rules and General matters relating to Panchayat Secretaries.</p> <p>All Service matters of E.O (Gram Panchayats). Disciplinary cases against E.Os in Gram Panchayats (Re-designated as Panchayat Secretaries).</p>

MANDAL.II:

A.S.O.I:	<p>Establishment and allied matters relating to the CEOs and Dy.CEOs of Zilla Parishads. Rules and amendments relating to the posts of CEOs and Dy.CEOs of Zilla Parishads.</p> <p>Establishment matters relating to the Office of the CPR&RE, General and other miscellaneous matters.</p> <p>All service matters of DPOs, DI.POs and matters relating to Disciplinary action against DPOs and DI.Pos. Sanctions and further continuance of the staff of DPOs, and DI.POs - A.P. P.R.Subordinate Service Rules and matters relating to Service Associations.</p>
A.S.O.II:	<p>Allegations against the Chairman/Vice Chairman of ZPs and President/Vice President of MPs. - No confidence motion against the Chairman/Vice Chairman of ZPs and President/Vice President of MPs - Appointment of Temporary Chairman of ZPs and Temporary President of MPs - Clarification of payment of TA & DA to Non-Official members of ZPs and MPs - Clarification of payment of Honorarium to Chairman and ZPTC members of ZPs and Presidents of MPs.- Matters relating to Parakala Seshavataram, A.P.State Chamber of PR and related Court cases - Allegations against ZPTC and MPTC Members - Creation and bifurcation of Mandals.</p>

PANCHAYATS-I

A.S.O.I	<p>All Annual Inspection reports of Town planning Activities of the Gram Panchayats.</p> <p>House Tax, Schemes - Best Gram Panchayat Awards, Profession Tax of Gram Panchayats, Matching grants of Gram Panchayats - Surcharge of Transfer duty.</p>
A.S.O.II	<p>Dissolution and Supersession of Gram Panchayats. – Resignation/Removal/Appeals and Revision petitions of Sarpanches, Upa-Sarpanches and Members of GPs - Prosecution of Sarpanches, Upa-Sarpanches, Members of Gram Panchayats- Appeals on Surcharge.</p> <p>All Compliant petitions, mal administration of Gram Panchayats, Misuse/Mis- appropriation of Panchayat Funds. .- Appeals and other matters on cases of Dissolution of Gram Panchayats on any other directions issued by Collectors and the freezing of funds by D.P.O.</p>

PANCHAYATS-II

A.S.O.I	<p>Lease, of shopping complex, markets, weekly markets, License and permission Cattle ponds. Submission of proposals under BRGF Scheme and RSVY to GoI. Budget releases, review of Quarterly/Annual and submission of Reports/ U.Cs under BRGF/RSVY, and other allied matters on the BGRF programme.</p>
A.S.O.II	<p>Sand, Land alienation, Gram Panchayat Porombokes, Land acquisition, Seigniorage Fee. - Matters relating to Finance Commission(Govt. of India) – Submission of proposals under Central Finance Commission grants. Budget Releases, review of Quarterly/Annual progress and submission of Reports/ U.Cs to the GoI.</p>

PANCHAYATS-III

A.S.O.I	<p>Constitution and bifurcation of Gram Panchayats including Court cases – Sanction of layouts – R.Ps against sanction of layouts – Implementation of master plans of Gram Panchayats. – Grants for Developmental works to all Gram Panchayats in state.</p>
A.S.O.II	<p>Fisheries Development including port matters – Tanks and lease of fishing rights – permission for construction of buildings in Gram Panchayats including court cases and R.Ps – Constitution of townships – constitution of Functional Committee – Electricity in Gram Panchayats. Release of grants towards payments of Honorarium to Sarpanches – Audit of Gram Panchayats – Printing of forms and registers relating to G.Ps.</p>

Rural Development-I

A.S.O.I	<p>Programmes - DPIP and RPRP, DFID assisted Giripragathi world bank missions and correspondence with world bank, EGMM - All Pension Schemes like P.H. Pensions, Old age pensions, widow, Weavers/Toddy tapper's and any other matter relating to pension schemes. IKP, Rajiv Yuva Kiranalu.</p> <p>Organisation - Executive Council of SERP & State Level Bankers Committee(SLBC) - Service Matters – All administrative and service matters of SERP & DRDAs.</p>
A.S.O.II	<p>Programmes – Rural Infrastructure Development Fund(RIDF), National Food For Work programme (NFFWP) & Employment Guarantee Programme Act 2005.</p> <p>Programmes- SGSY & SGSY Special projects – National Family Benefit Fund(NFBF)- Matching grant/Revolving Fund-SHG Bank Linkages/Pavala Vaddi -Interest Subsidy</p> <p>Service matters-All Administrative and service matters of CRD including SHG Wing under Director (SHGs)</p>

Rural Development-II

A.S.O.I	<p>Programmes – Drought Prone Area Programme(DPAP),</p> <p>Desert Development Programme(DDP) – Horticulture Scheme, Land Development and CLDP (Indira Prabha), Integrated Wasteland Development Programme (IWDP)</p> <p>AP Water, Land and Tree Act (WALTA), water development fund, MPLADS</p> <p>A.P.Rural Livelihoods Programme(APRLP), UNDP assisted GEF Project.</p>
A.S.O.II	<p>Organisation: CRD-M&E and communication unit</p> <p>WCM - (Neeru-Meeru) and allied matters</p> <p>DFID Mission Correspondence with DFID</p> <p>NABARD Engineering Staff College of India (ESCI) Officers Training</p> <p>All Administrative and service matters of DWMAAs-CLDP(Indira Prabha) and Micro Finance Institutions. General Currents relating to RD.</p>

Rural Development-III

A.S.O.	<p>Programmes: Nil</p> <p>Organisation: Budget relating to entire Rural Development Department.</p> <p>Right to Information Act 2005. Vigilance cases relating of all units of RD Department.</p> <p>Training cum Technology Development Centres (TTDCs) and its meetings.</p> <p>VDOs training centres. DLRCs/CLRCs.</p> <p>State Level vigilance Monitoring Committees for rural Development Programmes.</p> <p>Strategy and Performance Innovation Unit (SPIU) of Rural Development Department.</p> <p>Vigilance monitoring Committee cases i.e. misappropriation/ diversion of funds in respect of RD department.</p>
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RURAL WATER SUPPLY-I;

A.S.O.I	<p>All matters pertaining bore wells programme-Exploitation of Ground water - Sri Satya Sai Water Supply Schemes - purchase of materials and equipment under Rural Water Supply including rate contract – Disposable of unserviceable materials – Central Finance Commission - Estimate Committee - Rigs Programme - Separate feeder lines for CPWS Schemes - Energisation of CPWS Schemes - All other general matters of RWS wing and sanction of schemes.</p> <p>Release of funds under MNP - Drought - Flood - Maintenance of CPWS, hand pumps, Labs etc. - All Audit and PAC paras - paper clippings and sanction of schemes.</p>
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A.S.O.II	Correspondence, releases, progress reports, U.Cs relating to the grants: (1)ARWS (2) DDP (3) PMGY (4)Sanction of schemes. Status report on water supply and sanitation. All C.M's Announcement cases of all districts.
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RURAL WATER SUPPLY-II

A.S.O.I	<p>Correspondence, releases, progress reports, U.Cs CMPs, AUWSP., on: (1)Submission Projects (2) Problems on fluoride contents in drinking water in rural areas and (3)MIS. Sanction of schemes- Consolidation work relating to two ASOs like LAQs, SNQs, Assurances.</p> <p>(1) Correspondence, releases progress reports, U.Cs, on NABARD, RIDF.</p> <p>(2) Sanction of schmes for Kurnool, Kadapa, Chittoor and Anantapur Districts.</p> <p>(3) All Vigilance & Enforcement cases and General matters.</p> <p>(4) Ambedkar Jeevan Dhara.</p> <p>(5) Central Finance Commission (CFC).</p> <p>(6) LAQs, SNQs, and Assurances.</p>
A.S.O.II	<p>HRD Programme - All training programmes other than Sector Reforms - Normal sanitation programme, Construction of under Ground Drainage - Constitution of Water Board - General correspondence and all correspondence with Gol except drinking water and Bharat Nirman. Consolidation work relating to two ASOs like LAQs, SNQs, Assurances,</p> <p>(1)Sectoral Reforms Projects</p> <p>(2)Total sanitation campaign</p> <p>(3) Externally aided projects.</p> <p>The individual proposals regarding sanction of funds to PWS Schemes under INDIRAMMA.</p>

PROGRAMMES-I

A.S.O.I	<p>Collection, consolidation, and preparation of Annual Plan and Tenth five year plan for the Department - World Bank Works schemes.</p> <p>Rural road works under all schemes – Indiramma Programme.</p>
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PROGRAMMES-II

A.S.O.I	<p>Work relating to AP&RP, APHM & ECRP, NABARD and their related issues.</p> <p>PMGSY - Food for Work programme - A.P.Rural Development cess- AP Rural Development Act and Miscellaneous and OP matters and other new matters which are not included.</p>
A.S.O.II	<p>PAC cases Audit draft paras LAQs - Assurances - Miscellaneous.</p> <p>Construction of MPPs and ZPPs Building - Construction of School Buildings in MPPs and ZPPs - Release of grants.</p>

PROGRAMMES-III

A.S.O	Matters relating to defunct Rural Arts and Crafts Centers - Purchase of Wooden/Steel Furniture, Computers, Mike sets, Air Coolers/Conditioners, Generators and other equipment for use in all MPs and ZPs – Printing and Stationery, installation of Telephones for use of MPs and ZPs - Implementation of earmarked funds 15%, 6% of ZP ds for Scheduled Castes
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	<p>and Scheduled Tribes and 15% earmarked funds for women and Child Welfare activities – Write of losses. – Purchase of Motor vehicles – Repairs, Dieselization excess consumption of fuel pertaining to the ZP and MP vehicles - Enhancement of stipend in I.T.Is. Shifting of dress making training center, Audit objections and ratifications relating to the above subjects.</p> <p>Alienation of ZP and MP lands – Write of losses - Regularization of encroachments ZP and MP lands - leasing of ZP and MP lands and matters relating thereto - Audit objections relating to the above subjects.</p>
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Elections

A.S.O.	<p>Release of funds, watching of expenditure, sanction of contingent expenditure-permanent advance-all Accounts matters relating to conduct of Elections and preparation of electoral rolls-Sanction and continuation of temporary additional staff for election purposes from time to time in the State. The service and allied matters of the staff of State Election Commission.</p> <p>Electoral rolls of Gram Panchayats - Preparation of intensive and summary revisions and all matters relating to revision of electoral rolls - specifications of members of Parliament and clarifications if any. Updating of APPR Act 1994 and the Rules issued there under in various provisions of APPR Act of 1994. Laying the copies of Amendment Acts/Rules made under APPR Act on the table of House of Legislature.</p>
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General

A.S.O.	<p>Public Grievances - Coordination of CMPS & CM Announcements – Coordination and consolidation of alleged violations in implementation of G.O.Ms.No. 610, G.A.(SPF) Dept., dt.31.12.85. State Administrative Reports - Monthly meetings of Senior./Junior officers in the Department - Consolidation - Compilation of Backlog vacancies of SC/ST posts - Pension Adalat Cases.</p> <p>Meetings of Secretaries to Government – A.P. Civil Services Jt. Staff Council (State and Departmental level) - Compilation and consolidation of Agenda items pertains to panchayat Raj & Rural Development Department to be placed in the said meetings – Implementation of Cabinet Resolutions – Compilation of all periodical returns relating to Department- Consolidation of reports/instructions from all sections as called for by G.A.D. Finance and other Departments of Secretariat – Matters not Specifically allotted to the sections in the Department. Watching of disposal of LAQs and Assurances review in panchayat Raj & Rural Development Department – Consultative Committee of on assurances on Panchayat Raj & Rural Development – Consolidation and review of court cases and allied matters thereon – and any other item not specified in General (A) Section.</p>
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Accounts

A.S.O.I	<p>Estt. matter relating to CAOs and AOs of ZPs in the State. General matters relating to Accounts procedure in ZPs and Audit objections raised by AG & DLFA. All matters relating to PAC Communication of draft paras and appropriation accounts - Compilation matters relating to appointment of liabilities among ZPs&MPs on their reorganization issues of General instructions relating utilization of ZP funds – Transmission of utilization certificates which are counter signed by the State Audit Dept., relating to ZPs&MPs to the AG, A.P., Hyderabad pertaining to Grants-in-aid released by P.R&R.D(Accts.II) Dept. – Pendency U.Cs on which unspent balances are still due with the P.R.Is – Monthly review of disposal of UCs by Z.Ps(including Engineering wing) and MPs – Furnishing of materials to the State Accounts and Audit Committee meetings and monthly periodical to the G.A./Fin. Dept.,.</p> <p>Release of Grants i.e. Salaries to the staff of ZPs and M.Ps, Executive Officers and Staff of Gram Panchayats - Release of per capita grants to ZPs, MPs and GPs respectively.</p>
A.S.O.II	<p>Review of Submission of Annual Accounts of ZPs & MPs relating to all Districts. (As per G.O.Ms.No.559, PR&RD (Mdl.I) Deptt., Dt.5.9.1994.). Preparation of Budget speech of Minister (PR&RD) relating to PR Department – Preparation Finance Minister speech on the activities of PR&RD Department – Consolidation of REs and BEs of PR&RD Dept., based</p>

	<p>on the Zero based Budget exercise – Consolidation of replies on cut-motions of PR&RD Dept., (As per G.O.Ms.No.42 Fin.(BG) Dept., dt.22.4.2000 read with G.O.Ms.No.577, PR&RD (Accts.III) Dept., and G.O.Rt.No.1277, R&RD (Accts.III) Dept., Dt.28.8.2001. The Govt. have to prepare the Demand and to place the same to the Legislative Department for approval and to incur expenditure.</p> <p>Scrutiny & Approval of the Budget of ZPs- As per G.O.Ms.No.15, PR&R.D.(Accts.IV) Dept., dt.10.1.1995) - Correspondence and disposal of Audit Objections of ZPs, MPs, and Engineering Dept., raised in the Audit and Inspection reports of the Accountant General and irregularities brought by the Director, SAD. Departmental Audit and Inspection reports of DPOs, VDO Training Centers and APARD, Rajendranagar etc.,</p>
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Audit:

ASO-I	<p>Correspondence regarding the disposal of Audit Objections raised in the Audit reports of the Accountant General and also disposal of serious irregularities brought by the Director, State Audit Department relating to the ZPs and MPs and Engineering Divisions of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari ,West Godavari and Krishna districts.</p> <p>Correspondence regarding the disposal of Audit Objections raised in the Audit reports of the Accountant General and also disposal of serious irregularities brought by the Director, State Audit Department relating to the ZPs and MPs and Engineering Divisions of Guntur, Prakasam, SPSR Nellore, Chittoor, YSR Kadapa, Ananthpur and Kurnool districts.</p>
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Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
[Section 4(1)(b)(v)] & (vi)]

- (1) A.P. Secretariat Office manual.
- (2) A.P. Business Rules and Secretariat Instructions.
- (3) A.P. P.R. ACT, 1994.
- (4) Other General Rules / Codes like FR, Financial code, Treasury Codes etc.

A statement of the Categories of Documents that are held by it or under its Control
[Section 4(1)(b) vi]

Sl.No.	
1.	Government Order (MS)
2.	Government Order (Routine)
3.	Memo.
4.	Letter
5.	U.O. Note
6.	Office Order(MS)
7.	Office Order (Routine)
8.	Endorsement
9.	D.O. Letter
10.	Circular Memo

The particulars of any Arrangement that exists for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or implementation thereof

[Section 4(1)(b)(vii)]

Sl. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
The public who are aggrieved in the delay of issue of order at Government Level may approach any Officer from and above the rank of Assistant Secretary to Government. The department's staff are not allowed to entertain any visitors who come for their personal work.			
Therefore, the consultation with public representation is not relevant to Secretariat departments in General and PR & RD Department in particular.			

A statement of the Boards, Councils, Committees and other Bodies Consisting of two or more persons constituted as its part of or for the purpose of its advice and as to whether meeting of those Boards, Councils, Committees and other Bodies are open to the Public or the minutes of such meetings are accessible for public.

[Section 4(1)(b) viii]

Cabinet Sub Committees, Committees of the Secretaries will be constituted depends on the need. These reports will be made public soon after the Government / Assembly approves the reports.

A DIRECTORY OF OFFICERS AND EMPLOYEES IN PR&RD. DEPARTMENT UNDER THE CONTROL OF SECRETARY TO GOVERNMENT (SECTION 4(1) (b) (ix)) PR&RD. Department Telephone Numbers						
Sl.No.	Name of the Officer	J.Block/ Room No.	TATA	Office	Resid.	Cell.
1	Dr.K.S.Jawahar Reddy,IAS Secy. to Govt.(PR)	7th Floor, Room No. 716		FAX 23450857 23450666	23442817	9704621666
2	Sri P.R Sateesh Kumar, Addl.Secy to Govt.	8th Floor Room No. 817 cabin.3				7032957909
	M.Prathap Reddy Deputy Secy. to Govt.	8th Floor Room No. 817 cabin.4				
3	Sri K.Venkateswara Rao, Joint Secy. to Govt.	8th Floor Room No. 817 cabin.2				7032957907
4	Smt M. Lakshmi Devi, Deputy Secy. to Govt.	7th Floor, Room No. 723	2466	23450652		7032957911

5	Sri K. Venkata Krishna, Deputy Secy. to Govt.	8th Floor Room No. 817 cabin.1		23450999		7032957905
6	Sri K.V Anjaneyulu, Asst. Secy. to Govt.	7th Floor, Room No. 724	2783			7032957928
7	Sri V. Thimmaiah, Asst. Secy. to Govt.	7th Floor, Room No. 726	2799			7032957904
8	Sri U.Murali Krishna, Asst. Secy. to Govt.	8th Floor Room No. 821				7032957902
9	Sri P.Phala Chander Rao, Asst, Secy. to Govt.	7th Floor, Room No. 718				7032957942
10	Sri N.V.V.Satyanarayana, Asst. Secy. to Govt.	7th Floor, Room No. 718				7032957901
11	OP.I	7th Floor, Room No. 726				
12	OP.II	7th Floor, Room No. 726		040-23453953		

MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF
COMPENSATION AS PROVIDED IN REGULATION
(SECTION 4(1) (b) (ix))

The Monthly remuneration received by each of its officers and employees including the system of compensation as
provided in its regulations as on 28.02.2015.:-

S.No	Name of the Officers	Designation	Gross Salary	Net Salary
1	Dr.K.S.Jawahar Reddy, IAS.	Secretary	143534	127889.00
2	Pothrapally Ramaswamy Sateesh Kumar	Ad. Secy.	118709	98094
3	Kaja Venkateswara Rao	J.S.	129474	119014
4	Katari Venkata Krishna	D.S	74635	38645
5	Myla Lakshmi Devi	D.S	70877	49352
6	Mallireddy Prathap Reddy	D.S	74710	55250
7	Perla Phala Chandra Rao	A.S.	102051	82921
8	Kavala Veeranjaneyulu	A.S.	67428	35925
9	Upputuri Murali Krishna	A.S.	67443	50907

10	Vadla Thimmaiah	A.S.	57680	47821
11	Nagalla Veera Venkata Satyanarayana Rao	A.S.	67428	44647
The Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:-				
12	Aduri Venkateswara Rao	P.S	77534	50074
13	Chirra Vuru Vijaya Kumar	S.O.	68178	42877
14	Popavath Vijaya Lakshmi	S.O.	47233	30003
15	Dimmala Swarna Raju	S.O.	49823	28920
16	Rani Suresh	S.O.	68103	30714
17	PoripireddyTatabbai	S.O.	55475	37339
18	Polepalli Murali Krishna Rao	S.O.	64153	51143
19	Raghupathruni Malleswara Rao	S.O.	52609	37934
20	Boyalakuntla Satyanarayana	S.O.	52559	45349
21	Madisetty Veerabadraiah	P.S	69780	56083
22	Manda Siva Sailaja	S.O.	48563	34353
23	Korragingja Sumalatha	S.O.	47268	29575
24	Bandreddi Pushpa Vani	S.O.	48563	27776
25	Kornu Venkata Rao	S.O.	41444	35113
26	Aduru Balaji Kumar	S.O.	41394	31075
27	Itla Kishore	S.O.	42480	29488
28	Chatakondur Paul Jayanandam	S.O.	65097	38520
29	Venuturupalli Surya Kumari	S.O.	54052	44396
30	Nadella Vimala	S.O.	55575	29165
31	Dara Jayaprada	S.O.	47318	36244
32	Kovuru Veerabrahma Chari	S.O.	42530	35838
33	Kodali Venkata Vijaya Lakshmi	S.O.	53992	39782
34	Mangalapati Veeraiah	S.O.	49892	36168
35	Peddibhotla Sri Krishna	S.O.	55475	37321
36	Velamala Gopi Krishna	S.O.	46023	22563
37	Akkala Madhavi	S.O.	56858	46958
38	Vendra Chandra Rao	S.O.	64697	48506
39	Vardhanapu Nirmala	S.O.	49902	28726
40	Kondeti Sivaramya	S.O.	55425	32715
41	Sirasala Vijay Kumar	S.O.	61468	47726
42	Gajula Veera Venkata Satyanarayana	S.O.	52559	35635
43	Katragadda Venkata Murali Krishna Rao	A.S.O.	49632	32361
44	Damamula Mittameedi Shanmukhi Venkata Ramana	A.S.O.	40900	34880
45	Gutha Venkata Rami Reddy	A.S.O.	31125	23155
46	Chavali Rajani	A.S.O.	37809	28989
47	Bandi John Steven	A.S.O.	45763	37995
48	Atchyuta Venkata Subba Rao	A.S.O.	53221	38745

49	Jammalamadaka Sesha Sekhar	A.S.O.	49632	40612
50	Madireddi Jayalakshmi	A.S.O.	56608	34470
51	Vipparthi Srinivasa Hanumantha Seshagiri Raju	A.S.O.	39883	29513
52	Thota Srinivasa Rao	A.S.O.	40940	29970
53	Oruganti Gundu Rao	A.S.O.	47058	36323
54	Eda Venkata Siva Reddy	A.S.O.	39843	28873
55	Donempudi Joseph	A.S.O.	33853	32233
56	Jalukuri Saileela	A.S.O.	31971	26740
57	Gotte Padma	A.S.O.	31971	28240
58	Ambati Venkateswarlu	A.S.O.	31971	26740
59	Yakanuru Venkateswarlu	A.S.O.	37729	33546
60	Challa Venkata Rao	A.S.O.	53712	44353
61	Karumanchi Suryaprakasa Rao	A.S.O.	34769	22000
62	Amgoth Venkata Ramulu	A.S.O.	34769	23417
63	Janagani Sivamma	A.S.O.	34769	21398
64	Pulapkuri Daiva Krupa Karuna Kataksham	A.S.O.	34769	27645
65	Baddipudi Sujatha	A.S.O.	33853	25773
66	Balaka Durga Venkata Prasad	A.S.O	33853	26631
67	Tadi Aruna	A.S.O.	31971	26720
68	Yerramsetti Sirisha Padma	A.S.O.	31971	26740
69	S.S.Revathi	A.S.O.	31971	25518
70	Bursu Harinath	A.S.O.	38786	31243
71	Lolugu Srinivasulu Naidu	A.S.O.	34769	22082
72	Golla Veerasena	A.S.O.	42051	37961
73	Shaik Subhani	A.S.O.	34769	30260
74	Vagicharla Satyam	A.S.O.	34769	29516
75	Nagireddigari Madhulatha	A.S.O.	31125	24522
76	Kopuri Vijaya Prasad	A.S.O.	----	----
77	Majeed	Assistant	41730	21776
78	Kurmapu Suri Babu	Sc.Steno	37929	34316
79	Bhagavathula Lakshm Jagadamba	T.C.A.	20990	18197
80	Kolyel Kar Meena	DR&T.Asst.	35285	17155
81	Gadam Sharada Bai	DR&T.Asst.	37229	22193
82	K.Naga Raju	DR&T.Asst.	47783	42443
83	Singarapu Srinivas	DR&T.Asst.	37229	21357
The Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:-				
84	Kasam Ramulu	Driver	58105	57765
85	Malligela Swaminadham	R.A	37323	19579
86	Kandathe Shashidharan	R.A	42802	17553
87	Chinta Babaiah	R.A.	42707	33149

88	Chintala Srinivas	R.A	44127	34936
89	Panda Ravinarayana	R.A	34563	21864
90	Chinta Madhusudhan	R.A	40400	39960
91	Gunde Jacob	R.A	36243	23223
92	Pujari Nagaraju	R.A	39343	23342
93	Maila Raj Kumar	L.O.	42822	31682
94	Teligu Kabili Naga Raju	Driver	39858	16816
95	Jeevan Chowdary Ramsingh	R.A	37229	13134
96	Permal Rayappa	R.A.	37413	19345
97	Nuthalapati Prasad	L.O.	35355	26440
98	Dhanalakota Rama Krishna Rao	L.O.	31571	22592
99	Sandhiti Jaswanth Reddy	R.A	37143	33939
100	Enkarla Narendar	L.O.	40515	36646
101	Pusa Krishna	L.O.	35395	19140
102	Maricharla Nagaraju	R.A	38159	26612
103	Mannye Nagesh	R.A	36243	27220
104	Badanapuram Bhagyavathi	R.A	35255	22890
105	Mamadi Sekhar	Sweeper	21910	18555
106	Kandukuri Sarada Devi	O.S.	18381	15858
107	Mallela Snehalatha	O.S.	17347	11143
108	Yarlagadda Krishna	Jamedar	41751	20693
109	Meeniga Mallikamba	Sweeper	35255	28855
110	Bommu Jagan Mohan	O.S.	34269	25478
111	Ashok Kumar	O.S.	34474	26879
112	Rapalli Narayana	O.S.	34444	19497
113	Sjja Veera Venkateswara Rao	O.S.	35255	18243
114	Macha Narsi Reddy	O.S.	34284	16794
115	Gaddam Balamani	O.S.	34269	18931
116	Yerra Nagaiah	Cy.Orderly	34469	22186
117	Ralla Lakshmi Narayana	Cy.Orderly	31671	16672
118	Gaddmeedi Srinivas	O.S.	34269	19647
119	Eddu David	O.S.	33471	18858
120	Birakaila Shobha Rani	O.S.	35255	19215

Budget Allocated to PR & RD Dept. (Secretariat)
[Section 4(1)(b)xi]

BUDGET ALLOCATED TO PANCHAYAT RAJ & RURAL DEVELOPMENT DEPARTMENT (SECRETARIAT) (Section 4(1)(b)(xi))				
M.J.H. 3451 M.H.090 SECRETARIAT H.O.D. PANCHAYAT RAJ AND RURAL DEVELP. DEPT.	Accounts 2013-14	Budget Estimate 2014-2015	Revised Estimate 2014-15	Budget Estimate 2015-2016
3451 SECRETARIAT ECONOMIC SERVICES M.H. 090 SECRETARIAT				
S.H.(05) Panchayat Raj and Rural Development Department				
010 Salaries				
011 Pay	4,69.00	4,07.09	4,07.09	3,19.00
012 Allowances	14.86	20.35	20.35	15.95
013 Dearness Allowance	2,95.15	3,25.67	3,17.53	2,87.10
015 Interim Relief	19.03	1,09.91	1,09.91	1,09.91
016 House Rent Allowance	1,18.90	61.06	61.06	47.85
017 Medical Reimbursement	57.72	8.14	8.14	6.38
018 Encashment of Earned Leave	41.35	32.57	32.57	25.52
019 Leave Travel Consession	0.04	8.14	8.14	6.38
Total 010	10,16.05	9,72.93	9,64.79	8,18.09
050 Rewards	0.75
110 Domestic Travel Expenses				
111 Travelling Allowance	7.43	6.00	5.10	6.00
130 Office Expenses				
131 Service Postage, Telegram and Telephone Charges	6.92	5.00	5.00	5.00
132 Other Office Expenses	23.08	19.58	16.64	19.58
134 Hiring of Privae Vehicles	5.72	3.00	3.00	3.00
Total 130	35.72	27.58	24.64	27.58
240 Petrol, Oil and Lubricants	7.41	8.00	8.00	8.00
280 Professional Services				
281 Pleaders Fees	0.35	0.93	0.79	0.93
284 Other Payments	0.05	0.34	0.29	0.34
Total 280	0.40	1.27	1.08	1.27
300 Other Contractual Services	41.63	24.77	24.77	24.77
310 Grants-in-aid				
318 Obsequies Charges	0.30
510 Motor Vehicles				
511 Maintenance of Office Vehicles	11.48	1.96	1.67	1.76
512 Purchase of Motor Vehicles	0.15
Total 510	11.63	1.96	1.67	1.76
Total S.H.(05)	11,21.32	10,42.51	10,30.05	8,87.47
Total M.H. 090	11,21.32	10,42.51	10,30.05	8,87.47
Total 3451	11,21.32	10,42.51	10,30.05	8,87.47
Total Panchayat raj and Rural Development Secretariat Department.	11,21.32	10,42.51	10,30.05	8,87.47

The Manner of Execution of Subsidy Programmes including the amounts allocated and the details of beneficiaries of such programmes
[Section 4 (1)(b)xii]

Details of the schemes are available in the following website.

<http://www.rd.ap.gov.in>

Also give link of other HOD websites.

Particulars of Recipients of Concessions, Permit or Authorization Granted by the Public Authority
[Section 4 (1)(b)xiii]

<http://www.rd.ap.gov.in>

Details in respect of the Information Available to or held by it, reduce in an Electronic Form

[Section 4(1)(b) xiv]

www.aponline.gov.in and <http://www.rd.ap.gov.in>

The particulars of facilities available to citizens for obtaining information, including the workings hours of a library or reading room, if maintain for public use.

(Section 4(1)(b) (XV)

Citizens may visit Secretariat Office between 15.00 hours and 17.00 hours and contact Addl. Secy. / Public information Officer and Asst. Secy. / Asst. Public Relation Officers in the Secretariat.

Names, designations and other particulars of the

Public Information Officers

(Section 4(1)(b) XVI)

Name of the Department	State Assistant Public Information Officer (1)	State Public Information Officer (2)	1 st Appellate Authority (3)
PR&RD Dept.,	Section Officers of RD-I, RD-II, RD-III, and General Sections.	Sri N.V.V. Satyanarayana Rao, Asst.Secy (RD) (FAC) (RD-I, RD-II, RD-III, and General Sections.)	Sri P.R.Sateesh Kumar, Additional Secretary (RD), ‘J’ Block, 8th Floor, Ph: Off: 040-23450652 RD-I, RD-II, RD-III, and General Sections.

P.T.O.

PR&RD Dept.,	Section Officers of Prog.I, Prog.II, Prog.III, RWS.I, RWS.II Sections.	Sri. K.V. Anjaneyulu, Asst. Secy. (OP), Progs.I, II & III Sections, Sri. V. Thimmaiah, Asst. Secy. (Vig), RWS.I, II Sections.	Sri K. Venkateswara Rao, Joint Secretary (Progs), ‘J’ Block, 8th Floor. Ph: Cell: 7032957907 Prog.I, Prog.II, Prog.III, RWS.I and RWS.II Sections.
PR&RD Dept.,	Section Officers of OP-I, OP-II, Estt-I, Estt-II , IOC .Mdl.I & Mdl.II Sections.	Sri K.V.Anjaneyulu, Asst. Secy (OP) (OP-I, OP-II, E.I, E.II and IOC Sections.) Sri N.V.V. Satyanarayana Rao, Asst. Secy (Pts) (Mdl.I, and Mdl.II Sections.)	Sri K.Venkata Krishna, Deputy Secretary (OP) ‘J’ Block, 8th Floor. Ph: Off: 040- 23450999. OP-I, OP-II, Estt-I, Estt- II , IOC, Mdl.I, and Mdl.II Sections.
PR&RD Dept.,	Section Officers of Pts-I, Pts-II, Pts-III , E.III, E.IV ,E.V and Election Sections.	Sri N.V.V.Satyanarayana Rao, Asst. Secy (Pts) (Pts-I, Pts-II, Pts-III) Sri P. Phala Chandara Rao, Asst.Secy (Estt.) (E.III, E.IV,E.V and Election)	Sri M.Prathapa Reddy, Deputy Secretary (Pts) ‘J’ Block, 8th Floor. Ph: Off: 040-23454832 Pts-I, Pts-II, Pts-III , E.III, E.IV ,E.V and Election Sections.
PR&RD Dept.,	Section Officers Of Vig-I, Vig-II, Vig-III, Vig-IV, Accounts and Audit Sections.	Sri V.Thimmaiah, Asst.Secy (Vig) (VigI, Vig.II, Vig.III, Vig.IV,)	Smt. M.Lakshmi Devi, Deputy Secretary(Vig) ‘J’ Block, 7th Floor. Ph: Off: 040-23456351 Vig-I, Vig.II, Vig.III, Vig.IV, Accounts and Audit Sections.

Such other information as may be prescribed and thereafter update these
publication every year.

(Section 4(1)(b) (XVII)

-Nil -

Dr.K.S.JAWAHAR REDDY
SECRETARY TO GOVERNMENT (PR&RWS)